SYMBOLS USED BY RECORDS BRANCH

- Blue circle indicates subject of mail.

- Red X indicates see reference.

 - Red underlining indicates pertinent information to be typed on "see" card.

- Dotted circle indicates main card found in index.

- Blue zip in circle indicates main card not found.

Green line through blue zip indicates main card has been entered.

- X in circle over the name indicates not necessary to make a main card. Also means no indexing by the field office, which should be in the lower right hand corner of mail.

- Blue flag indicates cards in index on same name but not necessarily subject.

- Green zip through X indicates "see" card has been entered.

- Blue N before classification number above Records Branch block indicates new case has been opened.

- Green X or green underlining indicates Agent wants additional indexing.